

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 12: Foster Family Home Licensing	Effective Date: October 1, 2012
	Section 23: Assessment for Negative Licensing Action	Version: 2

POLICY **[REVISED]**

[REVISED] The Indiana Department of Child Services (DCS) will assess any Child Abuse and/or Neglect (CA/N) allegation regarding licensees of Licensed Child Placing Agency (LCPA) or DCS local office foster homes.

The DCS local office or LCPA responsible for licensing compliance will investigate allegations of licensing rule violations that do not meet the statutory definition of CA/N.

DCS or an LCPA licensing worker¹ may use the results of the Child Protective Service (CPS) assessment as the basis for revocation of a license if CA/N is substantiated or a rule violation is determined. The findings of the licensing complaint investigation may also be used as the basis for corrective action, probationary status, or revocation.

Code Reference

[465 IAC 2-1.5: Licensing of Foster Family Homes for Children](#)

[IC 31-27-4-17: Probationary status; duration; expiration; extension](#)

[IC 31-27-4-18: Inspection of foster family homes](#)

[IC 31-27-4-19: Records of monitoring activities and inspections](#)

[IC 31-27-4-20: Cooperation by licensees](#)

[IC 31-27-4-33: Compliance with rules; disciplinary sanctions; revocation of license](#)

PROCEDURE

[REVISED] DCS Field Staff will:

1. Assess CA/N allegations on foster family homes licensed by DCS local offices and LCPAs;
2. Evaluate the results of the assessment and make appropriate findings; and
3. Submit the completed report to the licensing worker

Upon receipt of the CPS assessment findings or after a licensing complaint investigation, the licensing worker will:

1. Evaluate the findings and present to the DCS Local Office Director or designee, or the LCPA director, and DCS Local Office Attorney for review;
2. Process the recommendation for probationary or negative action in the Management Gateway for Indiana's Kids (MaGIK). See separate policies, [12.17 Probationary Status](#) and [12.21 Revocations](#);
3. Submit written recommendations to the Central Office Licensing Unit for approval;

¹ The licensing worker refers to the DCS Regional Foster Care Specialist (RFCS) or the Licensed Child Placing Agency worker

4. Cooperate with the Central Office Licensing Unit by providing necessary records, documentation, and witnesses upon the request of the Central Office Licensing Unit.

[REVISED] Upon receipt of the findings of the CPS assessment or licensing complaint investigation, the Central Office Licensing Unit will:

1. Gather and review additional information as needed;
2. Make decisions concerning any appropriate sanctions and provide direction and recommendations to the licensing staff; and
3. Inform the appropriate parties of decision.

PRACTICE GUIDANCE

N/A

FORMS AND TOOLS

N/A

RELATED INFORMATION

N/A